

2005 SUMMER CAMP PARENT HANDBOOK

City of Santa Barbara Camps

Welcome to Santa Barbara Parks and Recreation Department Summer Day Camp 2005. By joining us this year, you follow a rich tradition of past campers who have enjoyed a safe and fun summer. Each year more than 1,800 children enroll in one or more of 13 different summer camps, including 137 children who receive scholarships.

The City of Santa Barbara sets high standards for our camps in terms of safety, quality and fun! Our highly trained staff brings energy, enthusiasm, skills, intelligence and commitment to your child. It is our goal that your child will benefit from their camp experience and, in turn, our staff will benefit from the opportunity of knowing your child.

This handbook will assist you in preparing your child to have a great camp experience. Answers to many of the questions you have are contained in it. Use this handbook as a reference tool throughout your child's summer camp experience. For information on other Parks and Recreation services and programs, pick up an *Activity Guide* at the Parks and Recreation Administration Office at 620 Laguna Street or check us out online at www.sbparksandrecreation.com/summerfun

Transfer Policy

To transfer to a different camp or from one session to another, you must come to the Parks and Recreation Administration Office at 620 Laguna Street, fill out a new registration form, and pay a \$15 transfer fee and any activity fee differences.

Refund Policy

There is a \$15 per session charge for cancellations made up to 14 days before a camp session begins. After that time and before camp begins, a charge of 50% of the camp session fee will apply. No refunds will be issued after the first day of camp.

Extended Day

Aquacamp and Nature Camp have an extended day component available for an additional fee. These camps run from 9:00 AM to 4:00 PM. The Extended Day Program operates before camp from 7:30 AM – 9:00 AM and after camp until 5:30 PM. (delete sentence) Most often Extended Day activities are a time for a child to relax before camp or unwind afterwards. Typical activities include, games, puzzles, crafts, or storytime.

Registration and payment for Extended Day must be made prior to the start of camp. To register for Extended Day, either go to the Parks and Recreation Department office located at 620 Laguna Street 8:00 AM – 5:30 PM weekdays, or register online using eRecreation www.sbparksandrecreation.com.

Camp Information Phone Numbers

On-going communication among staff, parents and campers is critical to your child achieving a successful and fun experience at camp. If at any time you need to share information, concerns, compliments or complaints, we encourage you to contact the camp director or supervisor. To contact your child during camp hours, call the camp phone number listed below. The camp director will be contacted and will then contact you. A supervisor may also be reached by calling the numbers below.

Camp Registration **564-5418**

Parks and Recreation Office **564-5418**

Aquatics **897-2680**

Supervisor, Rich Hanna

Aquacamp

Beach Volleyball Clinic

Junior Lifeguard Program

Ka Nai'a Outrigger & Kayaking Clinic **969-5595**

Sports **564-5422**

Supervisor, Joe Chenoweth

Soccer Clinic

Triathlon Camp

Youth Activities **564-5495**

Discovery Camp

Nature Camp

Skateboard Clinic

Sports and Beach Camp

Tennis **564-5517**

Coordinator, Cathy Carpenter

Tennis Clinic

Inclusion **564-5421**

Inclusion Coordinator, Donna Glenn R.T.

Supervisor, Anita Ho

Inclusion/Accessibility

We welcome the participation of persons with disabilities in our programs and facilities. Please note "special needs" on the *Participant Information Form*. To allow sufficient time to coordinate inclusion support and accommodations, please contact the staff of Adapted Programs as soon as possible, and at least, three weeks before camp starts at 564-

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5421. This advance notice will provide time for consultation between staff, parents and, if needed, your child's physician regarding the particular needs of their participation in the program. Participants requiring accommodations may be required to provide additional information and receive clearance before participating in camp activities.

Camp Staff

Staff is trained to teach skills tailored to the age, ability level, and special needs of campers. All Parks and Recreation Department camp staff are certified in First Aid and CPR and have completed a criminal background check. All staff who supervise campers in an aquatic environment are also certified in Basic Water Rescue.

Junior Counselors are volunteers between the ages of 12 and 16 who assist Nature Camp and Aquacamp staff. Junior Counselors provide aid and support in camp activities, under the supervision of camp staff, while gaining leadership skills and job experience. Call 564-5495 for more information on this program.

Welcome to Camp Packet

A *Welcome to Camp Packet* will be sent to you after we receive your completed *Participant Information Form* about one week prior to the start of camp. It will include the following:

- *Welcome to Camp letter.*
- *Camp Daily Schedules* - These schedules are the 'planned activities' for the session. Although we try to avoid schedule changes, daily schedules may change due to weather conditions or other situations.
- Staff names and profiles.
- Camper pick up and drop off locations and procedures.
- Appropriate camper attire and personal items.
- Emergency action plan.
- Other camp specific information.

If you do not receive this packet one week prior to camp, call the camp at the number on page 1.

Personal Items & Camper Attire

The *Welcome to Camp Packet* contains a list of all the items your child should bring to camp each day as well as 'optional items' such as boogie boards or items for skits. In general, you should expect to provide for your child each day:

- A healthful sack lunch and snacks and a drink that do not require refrigeration. We support a

recycling system and encourage reusable lunch containers to reduce trash and recycling materials when ever possible.

- Water in a resealable bottle.
- Attire and shoes appropriate to the camp and daily activities.
- Swimsuit and towel (if swimming is part of the activity for the day).
- Sunscreen with SPF of at least 30 and, if possible, "sun wear" (see above).
- A backpack containing their belongings.
- Extra items needed for field trips and events.

Campers are discouraged from bringing personal items such as Walkman, electronic games, jewelry, or items of value. When campers are asked to bring their own sports equipment, it must be in safe working condition. Campers are responsible for their personal possessions. The Parks and Recreation Department is not responsible for loss or damage to personal items brought to camp.

Mark your child's possessions with their name. Marked items have the greatest chance of being retrieved or returned in the event they are lost or misplaced. Check the camp's Lost and Found for lost items. All lost items not claimed by the end of the summer will be given to charity.

For your child's safety and comfort, your child will need to dress appropriately for camp and specific camp activities. Each specialty camp requires appropriate dress or specific types of shoes depending on the activities for the day. The *Welcome to Camp Packet* will provide this information in detail. Some camps include T-shirts that are distributed each session. If your child does not receive a T-shirt, contact the camp director.

Sun Protection and Safety

Because almost all camp activities occur outdoors, children are at risk for sunburn; therefore, ***campers should arrive at camp with sunscreen already applied and additional sunscreen in their backpacks.*** Staff will ask campers to reapply sunscreen after lunch. We recommend campers use sunscreen with a SPF of at least 30 that remains in effect after swimming or sweating. "Sun wear" clothing can provide additional protection such as rash guards and clothing that has sun protection in the fabric. It is available at major drug

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stores and surf shops. Hats and long-sleeve shirts are encouraged.

The Cancer Center of Santa Barbara provides the City's Sunburn Protection program known as RAYS (Raising Awareness Yields Sun Safety). RAYS provides training to staff on sunburn protection.

Medication

State law prevents City staff from administering or assisting in the administration of medication. Administration of medication is the responsibility of the parent or guardian. If the camper can administer the medication without assistance or reminders, they will be allowed to do so. If not, the parent or guardian must make arrangements with camp staff to have someone come to camp to administer the medication.

Younger and First Time Campers

Camp is a terrific experience. However, sometimes in the imagination of a first time or younger camper, it can be a frightening. Here are some tips to help your child feel secure and enjoy their camp experience.

- Prepare your camper by helping him/her to understand they are "going to camp" rather than being "sent to camp."
- Have them attend camp with a friend.
- Review day's schedule of activities with them.
- Discuss any special concern you might have for your child with the camp director or administrator.

Illnesses

For the protection of all campers and staff, any camper with an infectious illness or rash, should not attend camp. If camp staff becomes aware that a child is sick, the parents or guardians will be called to pick up the child immediately. It is imperative you discuss with the camp director any current health conditions or recent treatments your child has had. You may be asked to provide written authorization from your child's physician before your child is cleared to attend or return to camp.

Attendance and Absences

We track attending campers each day. To assist us with this, please notify us of planned and last minute absences or any changes to the normal pickup or drop-off schedule by calling camp at the number on page 1.

Code of Conduct & Camper Conduct

To insure the quality of programs and public safety, we ask all program participants, staff, parents, spectators, coaches and volunteers to abide by this Code of Conduct:

- *All persons shall act with respect towards other persons for their privacy and safety.*
- *Physical or verbal abuse of any kind will not be tolerated.*
- *All persons shall treat public and private property and equipment with respect.*
- *Program rules and regulations shall be observed at all times.*

We utilize positive reinforcement and a caring atmosphere to encourage good behavior. Staff will promote proper behavior with clear guidelines and expectations. Inappropriate behavior by a camper will be addressed in a sensitive manner, and the camper will be redirected towards proper behavior.

If a behavior becomes so disruptive that it is unacceptable, the child will be placed on a behavior contract. The goal of this contract is not to remove your child from camp, but to change your child's behavior. ***However, if inappropriate behavior continues after the behavior contract is in place, the camper may be asked to leave the program.***

Sign-in and Sign-out Procedures

Names of all adults authorized to pick up your camper must be included on the *Participant Information Form*. Any adult authorized to sign your child out of camp, (parent, guardian or authorized person), must provide a picture I.D at sign-out. To have an adult not listed on the *Participant Information Form* pick up your child, the parent or guardian must provide a written note to the camp director in advance. Please check your *Welcome to Camp Packet* for the specific drop-off/pick up and sign in/sign out procedure and location for your child's camp. When picking up and dropping off your child, please be careful. Parking areas can be crowded with excited campers and others who may not be paying attention to their surroundings. Parking varies at each site camp. Please read and follow the parking regulations of each public parking site.

Drop-off and Pick-up schedule changes - The pickup and drop off times and location may be different when your child will participate in a camp field trip, overnight, or special event. These

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changes are included in the *Welcome to Camp Packet*. If you need to pick up your child early or at any time during camp, call the camp information phone number on page 1.

Late Pick-up Policy - Please adhere to the agreed-upon pickup time arrangement. Parents, guardians or authorized adults picking up children late will be charged \$5 **for each** 15 minutes (or any portion thereof) that they are late. This fee must be paid at the time of pick-up. Late pick-ups disrupt our staff to camper ratios and may lead to removal of the camper from the program.

Aquatic Activities & Swim Test

Camps often take field trips to City pools, beaches or other locations with water. Prior to participating in an aquatic activity, all campers will be tested by a certified City lifeguard. The lifeguard will assign a swim level which will designate the extent to which the camper can participate in aquatic activities. Camper water activities will be limited to areas associated with their designated swim level and restrictions requested by parents or assigned by the Inclusion Assessment Team for Inclusion campers. As the summer progresses and camper swim skills improve, they can be retested and advance to a higher swim level.

When camps visit an aquatic environment, certified lifeguard(s) with rescue equipment will be present. Staff will give a safety and boundary orientation to campers. Staff will access information on beach advisories through the Beach Status Report from Santa Barbara County Environmental Health Services. Staff will adhere to the unsafe or beach closure rules and will select an alternative beach site as needed. Campers will not be allowed to enter the water at creek outlets.

Transportation of Campers

Santa Barbara features fantastic recreational and educational sites, which many camp programs will visit. Some activities may involve walking to a destination. When campers are transported, vehicles inspected by City Motor Pool and approved by the California Highway Patrol, or public buses, trolleys or other City-approved vehicles will be used. Camp drivers possess a 'Class B' Commercial Drivers License with Passenger Endorsement. Staff is never allowed under ANY circumstances to transport campers in their personal vehicles. As required by law, seat

belts will be worn at all times by staff and passengers. ***Campers must be well behaved and follow good passenger etiquette to enjoy the privilege of being transported in City vehicles.***

Emergencies

City staff is trained and prepared for emergency situations. Staff will utilize the Emergency Medical System (EMS) 911 consistent with their training. During an emergency, staff will make every attempt to contact parents, guardians or listed emergency contacts. If emergency medical attention is required and we cannot reach a parent or guardian, your signed *Permission to Authorize Treatment of Participant*, will be utilized. This authorization is given pursuant to the provisions of section 6910 of the Family Code of California.

Each camp has an evacuation plan and an alternative emergency location. The evacuation plan and alternate location will be listed in the *Welcome to Camp Packet*. This plan may be implemented during a fire, natural disaster or other emergency. Staff will contact and follow the direction of emergency personnel or department management during an evacuation. The staff's role is to protect and support the campers through this difficult time. The camp director will contact camp administration, parents and/or designated persons with information on your camper and how to be reunited. You may also contact the camp information phone number and ask to speak to an administrator. KEYT-TV and 1250AM radio are the official media sources used by the City to relay information to the public.

Child Abuse Policy: Mandated Reporting

Parks and Recreation Department staff are legally required to report known or suspected instances of child abuse of a child under 18 to a child protective services agency, immediately by telephone and in a written report within 36 hours of receiving information concerning the incident. (Penal Code Section 11164 et seq.)